

Chief, Office of Logistics

22 January 1957


Chief, Special Register, OCR

Justification For 1000 Remington Rand "Angle Tab Visible-Name Folders"

This type of folder is required because of:

a. Its sturdy construction. The files of the Special Register are 100% active reference files. Daily pulling and refiling of material quickly deteriorates less sturdy folders which must be replaced on a continuing basis.

b. Its angle tab. The identification of folder contents is more readily apparent on the angle tab. Speedy and accurate location of proper folders is a necessary requirement in a file operation, such as SR's, which involves several hundred different types of material each with a separate numbering sequence.

 25X1A9a

These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11-point folders during the active life of the records.

Signed: 

25X1A9a

These folders are to be interfiled in an existing file made up entirely of this type folder. The use of the standard or metal tab folders would not be practical under these conditions.

Area Records Officer

ELS

~~CIA INTERNAL USE ONLY~~

9774-57